

# WebEx Hearing Instructions

528 4<sup>th</sup> Street SE, HPA No. 22-145

June 14, 2022

10:00 AM

## Mayor's Agent for Historic Preservation Virtual Hearing via WebEx:

### Accessing the Hearing

1. On the day of the meeting click on the URL link provided below:  
Link: <https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e152126fee8ee9c21da5be1cf3f0f78c3>  
Event number/access code: 2319 282 9587
2. When the web page loads, click on **"Join Event Now"**
3. If the meeting has started, enter your first name, last name and email address.
  - The Event Password field should be auto-filled; if it is not, enter the password (Skp3cRCw8d7). Click "Join Now".
  - If you have signed up ahead of time to provide testimony, please make sure that your name and email match the information provided to [julianna.jackson@dc.gov](mailto:julianna.jackson@dc.gov).
  - If the meeting has not started, you will not be able to join the meeting and the contact fields will be greyed out. You will be able to join the meeting **10 minutes** before it starts.
4. On the next screen, if you do not have the WebEx application installed on your device, select "Run a temporary application" on your browser page.
  - We recommend shutting down any unnecessary browsers and programs on your desktop.
5. When the temporary application has downloaded, click the downloaded file at the bottom of the browser if it does not automatically open.
6. The WebEx application will open and a preview screen will appear. Click **"Join Event."**

### During the Hearing

1. As an attendee, you will have "listen-only" capabilities during the WebEx hearing.
2. If you wish to testify and have not already submitted a request, please send an email to [julianna.jackson@dc.gov](mailto:julianna.jackson@dc.gov) as soon as possible with the following information:
  - Your full name, email address, telephone number, and whether you are in support of or opposition to the application.
  - All individuals or parties wishing to testify at the virtual hearing are strongly encouraged to sign up to testify at least 24 hours prior to the start of the hearing by sending an email to [julianna.jackson@dc.gov](mailto:julianna.jackson@dc.gov) with your full name, email address, telephone number, and whether you are in support of or opposition to the application.
3. Please navigate to the following page, section 3004, for order of procedure:  
[https://planning.dc.gov/sites/default/files/dc/sites/op/publication/attachments/DC\\_Chapter\\_30\\_Mayor s Agent Procedures 0.pdf](https://planning.dc.gov/sites/default/files/dc/sites/op/publication/attachments/DC_Chapter_30_Mayor_s_Agent_Procedures_0.pdf)
4. The Mayor's Agent Hearing Officer will first call on persons in support of the application to make statements; followed by parties and persons in opposition to the application.
  - The host will call on you by name, beginning with those individuals who signed up to testify ahead of the meeting.
  - The host will next call on individuals who submitted requests to testify via email during the hearing.
  - When your name is called you will be unmuted by the host.
  - The screensharing function will be made available to allow for digital display of presentations, exhibits and materials not submitted in advance of the hearing.
  - You should be prepared to describe and discuss any materials or exhibits that you cannot display digitally.

- If you would like the host of the meeting to pull up presentations, exhibits or materials on your behalf during your testimony please email them as soon as possible to [julianna.jackson@dc.gov](mailto:julianna.jackson@dc.gov).
  - o It is strongly encouraged that if you would like the host to pull up digital presentations, materials, or exhibits on your behalf that you email them to [julianna.jackson@dc.gov](mailto:julianna.jackson@dc.gov) 24 hours in advance of the hearing.

#### **Call-in Information**

1. Call the dial-in phone number provided below for the scheduled meeting: 1-650-479-3208
2. When prompted, enter the Access Code below and press #.  
Access code: 2319 282 9587
3. When asked for Attendee ID number, press # again to access the meeting.
4. As an attendee, you will have “listen-only” capabilities during the WebEx meeting.

***\*\*Note: To use WebEx, you must use Chrome, Internet Explorer, or Mozilla browsers\*\****